



EXAMINATION ANNOUNCEMENT

CALIFORNIA HOUSING FINANCE AGENCY

California State Government

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Staff Counsel III (Specialist)

Open Examination for Sacramento

Who Should Apply

Individuals who meet the minimum qualifications (Requirements for Admittance to the Exam) listed below.

How to Apply

This exam requires submission of a standard [state application](#) and a supplemental appraisal [questionnaire](#).

Submit the application and questionnaire to:

California Housing Finance Agency
Attn: Exam Analyst
P. O. Box 4034
Sacramento, CA 95812

If you prefer to apply in person, the Personnel Office is located at 1415 L Street, 5th Floor; do not use this as a mailing address.

Note: All applications must include “to” and “from” dates (month/year), time-base, and position title and description for each relevant position held. We will be unable to process your application without this information.

Please indicate Exam Code 10352CV in your application.

Final File Date

~~May 10, 2007, is the final file date.~~

The Final File Date has been extended to: **May 31, 2007**

Completed application and questionnaire must be postmarked no later than the final file date. Applications material postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application (STD 678). You will be contacted to make specific arrangements.

Salary

\$7682 – 9478

Qualifications Appraisal

It is anticipated that interviews will be held in June or July 2007.

Note: Applicants are required to bring a photo ID or two forms of identification to each phase of the exam process.

Position Description and Location

Staff Counsels III (Specialist) work with broad discretion and independence with a minimum of supervision and are expected to be experts in providing a variety of transactional and advisory services to the Agency in conjunction with its mortgage financing for multifamily rental housing, and mortgages for low and moderate income first-time home buyers. Expertise is required in the areas of real estate finance and bond issuance functions, including review of title records, subordinate lender's loan documentation, environmental reports, borrowers' organizational documents; negotiation and drafting of notes, deeds, regulatory agreements, etc.; supervising multifamily housing loan closings and assisting with multifamily bond sale, and related activities.

Position(s) exist with the California Housing Finance Agency in Sacramento only.

Requirements for Admittance to the Examination

Note: All applicants must meet the education and/or experience requirements for this exam by the final filing date.

Either I: Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II: Broad and extensive experience (more than six years) in the practice of law*.

Experience applicable to one of the above patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties at a level of responsibility equivalent to that described in "Pattern I".

In addition, all candidates must have membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

*Experience in the “practice of law” or “performing legal duties” is defined as only that legal experience acquired after admission to the Bar.

- SEE REVERSE SIDE FOR ADDITIONAL INFORMATION *

Examination Information	<p>This examination will consist of a Supplemental Appraisal Questionnaire (Weighted Pass/Fail) and a Qualification Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list applicants must pass the Supplemental Appraisal Questionnaire and receive a minimum rating of 70% in the interview.</p> <p>Competitors who do not appear for the qualifications appraisal interview or who do not complete or pass the Supplemental Appraisal Questionnaire will be disqualified.</p>
Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ul style="list-style-type: none">• Legal principles and their application• Legal research methods• Court procedures• Rules of evidence and procedure• Administrative law and the conduct of proceedings before administrative bodies• Legal terms and forms in common use• Statutory and case law literature and authorities• Provisions of laws and Government Code sections administered or enforced <p>Ability to:</p> <ul style="list-style-type: none">• Analyze complex and difficult legal principles and precedents and apply them to difficult and complex legal and administrative problems• Perform exceptionally difficult and complex legal research• Prepare and present statements of fact, law, and argument clearly and logically in written and oral form• Draft complex difficult opinions, pleadings, rulings, regulations and legislation• Negotiate effectively and conduct crucial litigation• Work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others• Work effectively under pressure
Eligible List	<p>The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
Questions?	<p>Contact Suzanne Pratt at spratt@calhfa.ca.gov or 916-319-9718.</p> <p>California Relay (Telephone) Service for the Deaf or Hearing-impaired. From TDD phones: 800-735-2929. From voice phones: 800-735-2922.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the **CalHFA - Exam Analyst (916) 319-9718** three days prior to the written last date if he/she has not received his/her notice.

For an exam without a written feature it's the candidate's responsibility to contact the **CalHFA- Exam Analyst (916) 319-9718** three weeks after the final file date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of interview due to a verified postal error, they will be rescheduled upon written request.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in **open** entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open non-promotional** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. If you established your veteran's eligibility with the State Personnel Board before August 21, 1994, you must **reapply**. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. Directions for applying for veterans' preference points are on the veteran preference application form (Form 1093), which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served on full year in or are graduates of the California Conservation Corps (eligibility shall expire 25 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the exam. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application for STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.